

Program Support Specialist – Part-Time

Hybrid, mostly remote

Salary range: \$19-\$23/hour

About us

The Pennsylvania Beef Council (PBC) is a non-profit organization working on behalf of 23,000 beef, dairy, and veal producers in the Commonwealth. The mission of the Pennsylvania Beef Council is to work on behalf of farmers, building beef and veal demand with consumers of all ages, by closing the information gap from farm-to-fork. The Beef Council administers the Beef Checkoff Program in Pennsylvania, which funds both promotion and educational programs to continually improve the market climate and ultimately demand for beef.

Position Summary

We are seeking a dependable, organized, and motivated Program Support Specialist to provide hands-on support across our programs and day-to-day operations. This is a part-time, hourly position, approximately 15–25 hours per week, with a flexible schedule based on organizational needs and candidate availability. This is a hybrid position that is largely remote, with occasional in-person work at our Bedford office, State College and surrounding area meet-ups and at program events.

Working closely with the Executive Director and staff, this position will help keep projects, events, communications, and administrative activities moving forward. The role is ideal for someone who enjoys variety, takes initiative, and takes pride in completing work accurately and on time.

What You'll Do

- Provide support across the organization's programs and initiatives, helping staff move projects and priorities forward.
- Assist with events and program activities, including preparation, logistics, materials, and on-site support.
- Support program administration and reporting, including maintaining information, tracking activities, organizing data, and preparing materials.
- Assist with communications and outreach, including preparing content and materials for staff review and distribution.
- Provide board and meeting support, including preparing materials and coordinating meeting logistics.

- Provide general administrative and operational support to help the team stay organized and meet organizational needs.
- Occasionally travel to program activations, booth tabling opportunities, events, and meetings.

We're looking for someone who is:

- Dependable, with consistent follow-through on commitments.
- Organized and detail-oriented, with pride in producing accurate, quality work.
- Self-motivated and proactive, with the ability to move tasks forward without constant direction.
- Adaptable, with the ability to shift between projects and priorities.
- Able to manage a task list, prioritize work, and meet deadlines.
- A clear, professional communicator, both written and verbal.
- Team-oriented and willing to pitch in and support others on a small team.
- Comfortable using, or quickly learning, tools such as Microsoft Office (Word, Excel, PowerPoint), Canva, Meta Business Suite, and basic data entry.

Helpful, But Not Required

- Experience or interest in agriculture, food, nutrition, marketing, or a related field.
- Administrative, program coordination, project support, event, communications, marketing, or customer service experience.
- Experience with databases, spreadsheets, social media, or other organizational tools.
- Experience creating content in Canva or managing social media.